This Quick Reference Guide outlines the preliminary steps that the CTE Director (or the person in charge) should follow to prepare for and administer any of Certiport's certification exams.

I. Register as a CATC - (Certiport Authorized Testing Center)

Follow these steps to register your organization as a Certiport Authorized Testing Center. For more information about Getting Started as a Certiport Authorized Testing Center, visit the following site: http://www.certiport.com/go.

1. Go to www.certiport.com, mouse over the **Testing Centers** tab and click on the dropdown item to **Become a Certiport Authorized Testing Center**.
2. If you have not verified your organization against our policies, procedures and technical requirements, please click on Item 1 and review the items listed here. If you have already completed this proceed to Item 2.
3. Click the **Register** link (Item 2), and then on **Click here** to register.
4. If you have a Certiport User Account, log in. If you have never registered with Certiport, click **Register.** Each individual needs to only register once. For more information, click here.
5. After logging in, the CATC registration will begin. Follow the prompts to complete the registration process.
6. You will receive a confirmation email from Certiport with further instructions to verify your account.

Note: The person who registers the CATC will be associated as an **Organization Administrator** for the account, and will receive an email verification. For more information, please see the Manage Associations section or contact Customer Service.

II. Manage Associations

To assign rights to your personnel, they need to be associated to your newly created CATC. The **ROLES** you assign through this association will determine the rights they will have on behalf of your CATC. For more information about associations, click here.

1. Log into www.certiport.com, and select the **Organization Administrator** role.

2. Mouse over the **Org Profile** tab, and click on the dropdown for **Associations**.
3. Using the **Find Users** tool, search for the person you are adding to your organization (they must have already created a Certiport profile).
4. Click the **Last Name** of the person you are wanting to associate to your CATC.
5. Once in the *Manage Associations* list, assign the appropriate role(s). For a description of each role click here.

You may assign a new User as a *Proctor*, but they must first accept the **Proctor Agreement** to perform in this role. The agreement can be accepted during the registration process if the "proctoring" purpose is selected. If a user did not accept the Proctor Agreement during registration, they can still do so afterwards by following these instructions:

a. Log in to Certiport.com and click **My Profile**
b. Select the **Roles** tab
c. Click **Become a Proctor**
d. Read and accept the Proctor Agreement

III. Contact Certiport for Order Processing

Certiport: (888) 999-9830

On-Boarding & Training

We have several training options to get you started. We recommend all teachers and proctors participate but all personnel is welcome. Certiport's On-Boarding and Training resources can be found at www.certiport.com/go.

Weekly Live Webinar Training Sessions
Certiport's live weekly training sessions are held using an online webinar with desktop sharing and audio. You will be able to see the trainer's desktop online as he or she demonstrates and explains administrative account management and test delivery. You can visit this page directly by going to http://www.certiport.com/webinar.